

DUTCHESS COUNTY



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DUTCHESS COUNTY WATER AND WASTEWATER AUTHORITY UNAPPROVED MINUTES OF DECEMBER 16, 2015

Authority Board Members

Thomas LeGrand
Chairperson

Vincent DiMaso
Vice-Chairperson

Rudy Vavra
Treasurer

Lawrence R. Knapp
Secretary

Ex officio Members

Brian Scoralick
Acting Executive Director
Soil and Water Conservation District

Eoin Wrafter
Commissioner
D.C. Dept. of Planning & Development

Staff

Bridget Barclay
Executive Director

Mary C. Morris
Deputy Director

Board Members Present

Tom LeGrand
Vince DiMaso
Rudy Vavra

Board Member Absent

Larry Knapp

Staff Present

Bridget Barclay
Jackie Burger
Peter Fadden
Ed Mills
Mary Morris
Doug Odell

Ex-Officio Member

Eoin Wrafter – Commissioner, Dutchess County Planning
and Development

Others Present

Pete Marlow – Dutchess County Department of Health

Meeting Open

Tom LeGrand opened the meeting at 3:30 p.m.

Approval of Board Meeting Minutes

Tom requested a motion to approve the minutes of the November Budget Workshop as presented. The motion was made by Rudy, seconded by Vince voted on and passed unanimously. (Res. 2015.12.A/01)

Tom requested a motion to approve the minutes of the December Board Meeting as presented. The motion was made by Rudy, seconded by Vince; voted on and passed unanimously. (Res. 2015.12.B/02)

Chairman's Report

Tom said the Authority had applied for grant funding through the Department of State Local Government Efficiency Program for the Hyde Park Water System consolidation and was successful in obtaining over \$404,000 in grant funding. He then wished everyone a happy and healthy 2016.

Operations Report

Bridget advised the Board the New York State Department of Environmental Conservation (NYSDEC) is sponsoring a pilot program for municipalities to develop asset management programs for their sewer systems. All components of the plant(s) would be documented, the expected useful life of the components, the replacement schedule and estimated cost. They will accept 20 applicants and Staff is seeking the Board's approval to submit an application.

Vince made a motion to authorize the Executive Director and Deputy Director to submit, on behalf of the DCWWA, an application to the NYS Department of Environmental Conservation for participation in the Municipal Sewage System Asset Management Pilot Program. This was seconded by Rudy and passed unanimously. (Res. 2015.12.C/03)

Vince made a motion that Staff is recommending the award of annual system operations contracts as follows:

Birch Hill Water System to **VRI Environmental Services (VRI)** in the amount of **\$10,296**

Chelsea Cove Sewer System to **VRI** in the amount of **\$34,303**

Dalton Farms Sewer System to **VRI** in the amount of **\$43,229**

Dalton Farms Water System to **VRI** in the amount of **\$17,553**

Fairways Sewer System to **VRI** in the amount of **\$2,859**

Fairways Water System to **VRI** in the amount of **\$6,620**

Pinebrook Sewer System to **VRI** in the amount of **\$18,415**

Pinebrook Water System to **VRI** in the amount of **\$12,277**

Quaker Hills Water System to **VRI** in the amount of **\$9,027**

Rokeby Water System to **VRI** in the amount of **\$7,422**

Schreiber Water System to **VRI** in the amount of **\$5,792**

Shore Haven Water System to **VRI** in the amount of **\$10,331**

Valley Dale Sewer System to **VRI** in the amount of **\$16,449**

Valley Dale Water System to **VRI** in the amount of **\$6,219**

Vince further resolved the Authority is in the process of acquiring the Greenfields Water System and Greenfields Sewer System in the Town of Hyde Park, and the present operator of the Greenfields Water and Sewer Systems, VRI, Inc., has extensive experience with these systems, and the Authority has negotiated with VRI, Inc. to continue operating said systems, pursuant to the terms and conditions of the Authority standard Operations Contract, for the following amounts:

Greenfields Water System to **VRI** in the amount of **\$22,467**

Greenfields Sewer System to **VRI** in the amount of **\$43,866**

and the Executive Director or Deputy Director are authorized to execute system operations contracts for the systems, firms and amounts as recommended by the Staff above. The motion was seconded by Rudy; voted on and passed unanimously. (Res. 2015.12.D/04)

Finance Report – Approval of Warrant

Rudy made a motion to accept the warrant as presented. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.E/05)

Rudy made a motion that the Authority Board approves the 2016 Salary Policy and Schedules. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.F/06)

Rudy made a motion that the Authority Board approves the 2016 Water and Sewer System Budgets and accompanying 2016 Rate Schedules. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.G/07)

Rudy made a motion that the Authority Board approves the 2016 Public Authorities Law Budget Report. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.H/08)

Bridget said a memo was distributed at today's meeting indicating some minor corrections to the Capital Plan. Rudy made a motion that the Authority Board approves the 2016 Capital Plan as amended. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.I/09)

Rudy made a motion that the Authority Board approves the Adoption of Bond Resolution for the Pinebrook Sewer WWTP Rehabilitation Project. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.J/10)

Annual Contracts

Vince made a motion that the Dutchess County Water and Wastewater Authority

hereby consents to amending the agreements with Sedore & Company of Poughkeepsie, NY for audit and supplementary accounting services to be extended through the 2016 calendar year for the amounts described above, and authorizes the Authority's Executive Director or Deputy Director to execute agreements for the same. The motion was seconded by Rudy, voted on and passed unanimously. (Res.2015.12.K/11)

Vince made a motion that the Dutchess County Water and Wastewater Authority hereby consents to the agreement with Rose and Kiernan, Inc. of Fishkill, NY, and authorizes the Authority's Executive Director or Deputy Director to execute an agreement for the same. The motion was seconded by Rudy, voted on and passed unanimously. (Res. 2015.12.L/12)

Vince made a motion that the Authority staff has reviewed the relationships and performance of engineering firms providing engineering services for the systems operated by the Authority and has recommended the listed firms be designated as the firms to provide services for the facilities noted:

- Morris Associates: Birch Hill Water, Chelsea Cove Sewer, Fairways Water, Rokeby Water, Schreiber Water, Pinebrook Water, Pinebrook Sewer, Greenfields Water, Greenfields Sewer, Arbors Water, Greenbush Water, Violet Avenue Water, Quaker Hills Water
- Savin Engineers: Hyde Park Regional Water System, CDWTL, Shore Haven Water
- Fuss & O'Neill: Dalton Farms Water and Sewer
- Hudson Land Design: Fairways Sewer

and the Executive Director or Deputy Director are authorized to execute contracts for engineering services with the noted firms regarding the noted facilities within the parameters of the engineering procurement guidelines. The motion was seconded by Rudy, voted on and passed unanimously. (Res. 2015.12.M/13)

Vince made a motion that Staff recommends that the Authority enter in agreements with the following firms for the provision of professional services during 2016:

- Legal Counsel – Van DeWater & Van DeWater, in an amount-not-to-exceed \$30,000
- Special Counsel - Drake, Loeb, Heller, et al, in an amount-not-to-exceed \$30,000

and the Authority Board hereby authorizes the Executive Director or Deputy Director to execute agreements with the previously noted entities for professional services during 2016. The motion was seconded by Rudy, voted on and passed unanimously. (Res. 2015.12.N/14)

Rudy made a motion that the Staff recommends that the Authority enter into an agreement with the following firm for the provision of professional services during 2016:

- Financial Advisor – Environmental Capital Associates, in an amount-not-to-exceed \$5,000

and the Authority Board hereby authorizes the Executive Director or Deputy Director to execute agreements with the previously noted entity for professional services during 2016. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.O/15)

Rudy made a motion to authorize the Executive Director or Deputy Director to execute the Professional General Surveying Services Agreement for 2016 at a cost not-to-exceed \$35,000.00 between the Authority and Chazen Engineering, Land Surveying & Landscape Architecture Co., PC. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.P/16)

Rudy made a motion that the Authority Board hereby authorizes the Executive Director or the Deputy Director to execute an agreement with the County for the amount of \$95,000 to provide partial funding for 2016 Authority staff salaries in order to support staff activities related to regional community water and wastewater planning, preliminary evaluation and development of potential Authority projects, efforts to sell County reserved capacity in the Central Dutchess Water Transmission Line, efforts related to water resource protection, and other activities not related to operation and management of Authority-owned systems. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.Q/17)

System/Capital Projects – Hyde Park Regional Water & CDWTL Building Maintenance and Repair

Rudy made a motion to authorize the Executive Director or Deputy Director to execute Amendment No. 1 to the Professional Services Agreement with T&B Engineering, PC for Professional Engineering Services –related to the HPWTP Control Investigation Project for the purpose of setting the final, total agreement price at \$58,365.39. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.R/18)

Vince made a motion to designate the Pinebrook Sewer Wastewater Treatment Plant Rehabilitation Project as a Type II Action, requiring no review pursuant to SEQR. The motion was seconded by Rudy, voted on and passed unanimously. (Res. 2015.12.S/19)

Vince made a motion to authorize the Executive Director or Deputy Director to execute a contract with Environmental Capital Associates in the amount of \$11,000, and a contract with Orrick, Herrington and Sutcliffe LLP in the amount of \$12,000, and a contract with Van De Water & Van De Water for an amount not-to-exceed \$20,000, all for Services related to the financing and completion of the Pinebrook Sewer Improvements. The motion was seconded by Rudy, voted on and passed unanimously. (Res. 2015.12.T/20)

Shore Haven Water System Status Report

Bridget said we are within Drinking Water standards for all water quality criteria based

on the most recent sampling. The revised plans and specs for the distribution system improvements, and a response to comments and revised plans and specs on the treatment system improvements, have all been submitted to both the NYSDOH and DCDOH.

Dutchess County Airport Water Main Project Status Report

Bridget said the engineering is moving along with Morris Associates and we are working with the County to work out issues with their processing of the payments.

Community Project Updates

Rudy made a motion that the Authority Board declares itself as Lead Agency for the SEQR review of the Obercreek Community Sewer System acquisition, and the Authority Board does hereby determine that this action will not have a significant impact on the environment and hereby adopts the attached Negative Declaration with respect to this matter. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.U/21)

Rudy made a motion that the Authority Board hereby recommends to Dutchess County that the Town of Hyde Park's application for the Hyde Park Central Sewer System Project be considered for funding through the Partnership for Manageable Growth, depending upon PMGP funding levels, advancement of the Bellefield at Hyde Park development project, and identification of additional funding sources for the central sewer project. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.V/22)

Rudy made a motion to authorize the Executive Director or Deputy Director to enter into the Management and Operations Agreement for the Greenfields Water System. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.W/23)

Rudy made a motion that the Authority proposes to enter into an Agreement with the Towns of Rhinebeck and Hyde Park regarding the acquisition by the Authority of the Vanderburgh Cove Sewer System, and the Authority Board declares itself as Lead Agency for this action, and the Authority Board does hereby determine that this action will not have a significant impact on the environment and adopts the attached Negative Declaration with respect to this matter. The motion was seconded by Vince, voted on and passed unanimously. (Res. 2015.12.X/24)

Public Comment

There were no members of the public present.

Motion to adjourn

Tom asked for a motion to adjourn at 4:02 p.m. Vince made the motion: seconded by Rudy and passed unanimously. (Res. 2015.12.Y/25)

Confirm Next Meeting Date

Tom confirmed the next meeting date of January 20, 2016.

Respectfully submitted,



Jackie Burger
Senior Typist

Resolutions

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| Res. 2015.12.A/01 | Motion to approve minutes from the November 4, 2015 Budget Workshop |
| Res. 2015.12.B/02 | Motion to approve minutes from the November 18, 2015 Board Meeting |
| Res. 2015.12.C/03 | Motion to Authorize DEC Asset Management Pilot Program |
| Res. 2015.12.D/04 | Motion to approve 2016 Authority System Operations Contracts |
| Res. 2015.12.E/05 | Motion to approve the warrant, as presented |
| Res. 2015.12.F/06 | Motion to approve 2016 Authority Salary Policy and Schedules |
| Res. 2015.12.G/07 | Motion to approve 2016 Water and Sewer System Budgets |
| Res. 2015.12.H/08 | Motion to approve 2016 Public Authorities Law Budget Report |
| Res. 2015.12.I/09 | Motion to approve 2016 – 2020 Capital Plan as amended |
| Res. 2015.12.J/10 | Motion to adopt Bond Resolution – Pinebrook Sewer WWTP Rehabilitation Project |
| Res. 2015.12.K/11 | Motion to approve 2016 Audit and Accounting Services Agreement |
| Res. 2015.12.L/12 | Motion to approve 2016 Insurance Agreement |
| Res. 2015.12.M/13 | Motion to approve 2016 System Engineering Services |
| Res. 2015.12.N/14 | Motion to approve 2016 General Legal Services Agreement |
| Res. 2015.12.O/15 | Motion to approve 2016 Financial Services Agreement |
| Res. 2015.12.P/16 | Motion to approve 2016 General Land Services Agreement |
| Res. 2015.12.Q/17 | Motion to approve 2016 County Staff Salary Assistance Agreement |
| Res. 2015.12.R/18 | Motion to authorize Amendment #1 – Engineering Service Agreement; HPWTP Control Investigation Project |
| Res. 2015.12.S/19 | Pinebrook Sewer WWTP Rehabilitation Project – SEQR Determination |
| Res. 2015.12.T/20 | Pinebrook Sewer WWTP Rehabilitation Project – Professional Services Agreement |

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| Res. 2015.12.U/21 | Obercreek Community Sewer System – SEQR Determination |
| Res. 2015.12.V/22 | Partnership for Manageable Growth Application Recommendation |
| Res. 2015.12.W/23 | Greenfields Water System Operations and Management Agreement |
| Res. 2015.12.X/24 | Vanderburgh Cove Sewer System Acquisition – SEQR Determination |
| Res. 2015.12.Y/25 | Motion to adjourn |